

UTILITY PLANT SUPERINTENDENT

POSITION SUMMARY: This is a key management position and is responsible for planning and supervising the City's drinking water and wastewater treatment operations in accordance with modern public health and engineering standards. Provides staff oversight, mentoring and evaluation, and encourages teamwork. Practices strong ethical, practical, and service-oriented leadership for staff at all levels. Exercises independent judgment and discretion.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of public works or deputy director of public works.

SUPERVISION EXERCISED: General supervision is exercised over all water and wastewater treatment plant personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Works cooperatively with the director, deputy director, and utility plant staff to establish priorities and standards, develop plans, direct activities, and set goals for the facility.
2. Analyzes and evaluates operational data; initiates and directs operational changes and practices.
3. Maintains operating records, compiles data, and prepares reports.
4. Determines and directs remedial action in emergency situations. Responsible for following established emergency action and risk management plans and other regulatory requirements.
5. Stays informed of legislative, regulatory, and industry developments and issues. Maintains cooperative relations with peer agencies and other governmental units. Continues education and professional growth by attending conferences, workshops, and seminars as appropriate.
6. Oversees employee development and training needs and ensures that training is obtained in a timely manner and that department staff has required certifications and licenses.
7. Works cooperatively with others to prepare various materials, reports, displays, resolutions, and ordinances and presents information to various groups, including City Council and various boards, commissions, and committees.
8. Communicates with public works staff to coordinate City infrastructure maintenance needs.
9. Develops, plans, and oversees established safety rules, regulations, practices, and programs.
10. Prepares and administers plant budget.
11. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Bachelor's degree in biology, chemistry, engineering, public administration, or related field. Eight years responsible work experience. An equivalent combination of education, experience, and licensure may substitute for the degree requirement. Supervisory experience preferred.
- B. Possession of an MDEQ Drinking Water Treatment Operator F-1 License or MDEQ Municipal Wastewater Operator A License issued by the State of Michigan.
- C. Possession of a valid Michigan motor vehicle operator's license.
- D. Knowledge of regulatory requirements, principles, practices, and financial activities of large publicly-owned water or wastewater treatment plants. Knowledge of equipment and operations of a water or wastewater treatment plant.
- E. Experience in the construction, expansion, or improvement of water or wastewater treatment plant infrastructure.
- F. Ability to make sound fiscal decisions, monitor expenditures, and ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- G. Knowledge of the occupational hazards connected with water or wastewater treatment plant operation and of necessary safety precautions. Ability to support and promote safety programs, rules, and regulations.
- H. Ability to plan, assign, supervise, and inspect the work of water and wastewater treatment plant personnel.
- I. Excellent organizational skills and the ability to problem solve.
- J. Ability to gather and analyze data to prepare accurate and timely reports, memoranda, letters, and responses to requests for information.
- K. Possession of an understanding of the larger perspective and goals of the organization.
- L. Skill in planning, organizing, scheduling, directing, and coordinating work activities. Proven knowledge of training and supervisory techniques and employee policies and procedures.
- M. Ability to think strategically, learn about diverse City operations and processes, and perform budget and business analysis.
- N. Proficient in the use of office equipment and technology including software applications related to areas of responsibility, and the ability to quickly learn other technology as required. Extensive knowledge of Microsoft Office programs. Ability to understand and use CMMS and other applications.

- O. Ability to establish effective and cooperative working relationships and use tact, good judgment, and resourcefulness when working with co-workers, colleagues, other employees, external organizations, and the public.
- P. Ability to communicate and present information effectively both in verbal and written manner to varied audiences. Ability to prepare, maintain, and present accurate records and reports.
- Q. Ability to work effectively within deadlines, under stress, and with changing work priorities. Ability to work any schedule as necessary to provide proper coverage for all emergencies and other events. This may include extended hours and alternate shifts.
- R. Ability to work in a team and with minimum supervision. Possession of self-supervising attributes and a positive, congenial attitude.
- S. Ability to travel to various locations both in and out of state to receive additional training as deemed necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee works in a business office setting, in the field, and at a water or wastewater treatment facility. The employee is occasionally exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to lift and move items of moderate weight. Bending, twisting, and stooping are also requirements of the position. The employee may be exposed to uncontrollable environments, and bio-hazardous or hazardous materials, and may need to don appropriate protective gear.

The employee frequently works near mechanical equipment and excavations, confined spaces, and roadways. While performing the duties of this job, the employee may work near energized and moving pumps and motors and other treatment equipment. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

Format Revised April 2005
Revised December 2019